

***TECHNICAL PROPOSAL TO PROVIDE  
INDEPENDENT AUDITING SERVICES  
FOR***



***RFP No. 2016-46  
FOR FISCAL YEARS ENDING  
SEPTEMBER 2016 through 2018  
(with one-year renewal options for 2019 and 2020)  
SUBMITTED OCTOBER 12, 2016***

**Proposer:**

**S. Davis & Associates, P.A.**  
**Contact Person: Tanya I. Davis, CPA, Partner**  
2 S. Biscayne Boulevard, Suite 3200  
Miami, Florida 33131  
Office: (305) 628-1510  
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**SDA**  
S. Davis & Associates, P.A.  
Certified Public Accountants & Consultants

***INTEGRITY. EXCELLENCE. QUALITY***

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October 12, 2016

Town of Miami Lakes  
Office of the Town Clerk  
6601 Main Street  
Miami Lakes, Florida 33014

RE: Request for Proposal to Provide Independent Auditing Services to the Town of Miami Lakes, Florida  
RFP No.: 2016-46

Dear Members of the Audit Selection Committee:

The practice of S. Davis & Associates, P.A. ("SDA") is pleased to respond to your request for qualifications to provide auditing services to the Town of Miami Lakes, Florida (the "Town"). We have a clear understanding of the work to be performed as outlined in the Request for Proposals to provide Independent Auditing Services to the Town for the fiscal years ending September 30, 2016, 2017 and 2018. We understand the Town also has the option of extending the contract for two (2) additional one (1) year terms.

The selection of a certified public accounting firm is an important decision for the Town. In selecting SDA, you have the opportunity to select a locally owned full service firm with auditors that have successfully demonstrated the ability to deliver responsive high quality service to governmental units, combining the highly accessible personal contact associated with smaller firms and the sophisticated professional resources of the national accounting firms.

The professionals assigned to the engagement, led by Tanya I. Davis, the firm's Audit Partner, demonstrate one of the best indications of our total commitment to serve the Town. To ensure that you receive the highest quality service in a prompt manner, we have assembled a group of individuals who are well qualified to serve on the engagement team and will prove invaluable to you. We have included the resumes of the principals to be assigned to your audit. The client service team listed is committed to performing the engagement and will not be changed without approval of the Town. The Firm's partners and audit manager will be personally engaged and maintain contact with the audit team, coordinate ongoing work and advise management of the Town on the status of the engagement. Tanya I. Davis will serve as the Engagement Partner and representation for the Firm and Shaun M. Davis, as the Quality Review Partner. They will be joined by Annette Lewis, Consulting Manager; Heather Sinclair Young, Engagement Manager; Joy Chambers-Nicholas, Senior; and staff who will assist them. The engagement team will be available to the management of the Town as a technical resource. All key members of our client service team exceed the continuing professional education requirements promulgated by *Government Auditing Standards*.

We proudly make the statement that we have the qualifications, knowledge and capacity to not only meet but exceed expectations, strong desire to perform, and ability to make a significant, positive statement for which the many years have prepared us. The Town will be a high priority client deserving of our highest levels of responsiveness on operational and performance audit issues and any other questions, concerns or advice you may seek. We will spare no effort in delivering timely engagement reports.



We thank you for the opportunity to present this proposal and look forward to serving the Town of Miami Lakes, Florida on this engagement. In this proposal process you will undoubtedly read and hear much about such things as firm resources and client lists. We proudly include much of that information and are eager to be responsive to any questions you may have. In the final analysis, however, the important things are quality people and quality service at a fair price. We commit to deliver to you on both.

If you have any questions on this proposal or require more information, please call Tanya Davis at (305) 628-1510. We look forward to meeting with you in the near future.

Very truly yours,

*S. Davis & Associates, P.A.*

S. DAVIS & ASSOCIATES, P.A.

By: Tanya I. Davis, CPA

Partner



SECTION 1: PROPOSER Information Form

*Proposer shall complete and submit the Proposer Information Form for this section of the Response.*

Please see form on next page.

RFP 2016-46

PROPOSER INFORMATION FORM

RFP TITLE: Independent Auditing Services RFP No. : 2016-46

Proposer: S. Davis & Associates, P.A.

Name: S. Davis & Associates, P.A.

Address: 2 South Biscayne Boulevard, Suite 3200, Miami Florida 33131

FEIN #: 65-0719690 Florida Corporation No.:

Proposer's Contact Person: Tanya I. Davis, CPA

Name: Tanya I. Davis

Title: Partner

Telephone #: 305-628-1510 E-Mail: Tdavis@sdaviscpa.com

Questionnaire:

1. How many years has your company been in business? 25
2. How many years has your company been in business under its current name? 19
3. Is your company a local office for a company, a division or subsidiary of a company? Yes X No
4. If yes, provide the name and location of the company: S. Davis & Associates, P.A., Hollywood, FL
5. If yes, where will the work be performed? Miami, FL and Hollywood FL
6. Number of employees at office where work will be performed 20
7. What is the Proposers primary business? Certified Public Accounting Firm
8. Primary markets served: Governmental, Not-for-Profit, Sports & Entertainment
9. Type of business: S Corporation (such as corporation, S corporation, LLP, etc.)

10. State and date of incorporation: Florida. January 30, 1997
11. Number of employees: 20
12. Has the company, its principals, officers or predecessor organization(s) been debarred or suspended from proposing by any governmental entity in the past 5 years? Yes ☐ No ☒
13. Has the company ever been convicted of a federal offense or moral turpitude: If yes, please explain: No
14. Have any litigation, claims or lawsuits (civil or criminal) been filed against your company in the past 5 years, If yes, identify all where your company has either settle or an adverse judgment has been issued against your company. Identify the year basis for the claim or judgment & settlement unless the value of the settlement is covered by a written confidentiality agreement. (use additional pages if necessary)
- No
15. To the best of your knowledge is your company or any officers of your company currently under investigation by any law enforcement agency or public entity. If yes, provide details:
- No
16. Has your company been assessed liquidated damages, had a contract terminated for default or convenience in the past five (5) years? Yes ☐ No ☒ (If yes, provide an attachment that provides an explanation of the project and an explanation.)
17. Has your company or predecessor company been involved in a bankruptcy (voluntary or involuntary), which has been filed by or against the Proposer, its parent or subsidiaries, during the past seven (7) years? Yes ☐ No ☒ (If yes, provide an attachment describing the disposition of each such petition.)

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

S. Davis & Associates, P.A.

Name of Proposer

By: Tanya I. Davis  
Signature of Authorized Officer

October 12, 2016

Date

Tanya I. Davis

Printed Name

Partner

Title



## SECTION 2: Proposer's Qualifications

**i. Complete the Proposer's Qualifications form**

Not applicable to this RFP

**ii. Describe the results of all desk reviews of field reviews performed by Federal or State agencies with the past (5) years. Disclose whether any disciplinary action has been taken against the Proposer as a result of these reviews. Provide a current status report on the situation.**

SDA has had no desk reviews or field reviews performed by Federal or State agencies within the past five (5) years. Accordingly, there have been no disciplinary actions taken against the firm.

**iii. Describe any other Proposer's experience, not covered by any of the stated submittal requirements of the RFP, related to the Services to be performed that the Proposer believes are unique to its organization and would benefit the Town.**

The firm has performed governmental audits since its inception. SDA has successfully completed audits for our clients receiving the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Award and has prepared financial statements in conformance with GASB Pronouncements and Interpretations for governmental entities.

<i>Selected Governmental Clients</i>	<i>Scope of Work</i>
<i>City of West Park</i>	<i>Financial Statement Audit, Single Audit, Contract Compliance Agreed-upon Procedures</i>
<i>Housing Finance Authority of Broward County</i>	<i>Financial Statement Audit, Bond Audits</i>
<i>The School Board of Broward County</i>	<i>Financial Statement Audit, Single Audit, Agreed-upon Procedures</i>
<i>City of Lauderdale</i>	<i>Financial Statement Audit, Single Audit</i>
<i>Broward County</i>	<i>Financial Statement Audit, Single Audit, Audits of Constitutional Officers and Component Units</i>

We have participated in an integral way as a member of the team assisting the following clients to obtain certificates:

- Broward County – GFOA
- City of Hollywood – GFOA
- Palm Beach County – GFOA
- City of West Palm Beach – GFOA
- The School Board of Miami-Dade County – Association of School Business Officials (“ASBO”) and GFOA
- The School Board of Broward County – GFOA and ASBO

We have performed both federal and state single audits since the firm's inception for our governmental and not-for profit clients in accordance with OMB-Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, the new Super Circular and the Florida Single Audit Act.

We have significant experience issuing both financial statement and single audit reports as lead auditors.



### SECTION 3: Proposer's Information

Proposer shall provide the following:

- i. Proposer's acknowledgement of compliance with the standards of auditor independence, pursuant to Florida Statute 473.315 and Florida Administrative Order 61 H1-21.001.*
- ii. Confirmation that Proposer and all proposed key personnel (including subcontractors) primarily responsible for the timely completion of the segment audit (i.e., Audit Partners, Audit Managers) meet the appropriate guidelines for independence, pursuant to Florida Statute 473.315 and Florida Administrative Order 61 H1-21.001.*

SDA and employees are independent of the Town of Miami Lakes' government and as defined by generally accepted auditing standards, the U.S. General Accounting Office's *Government Auditing Standards* and by the Florida Board of Accountancy under Florida Statute Chapter 473.

SDA nor any of the firm's employees have a personal interest, direct or indirect, in the fiscal affairs of the Town's government, or any of its council members. We have no conflict of interest as we perform no other work for the Town. In addition, we affirm that none of the principals in our firm have governance relationships with the Town, and there exists no family ties between our principals and any of the Town's council members or senior management.

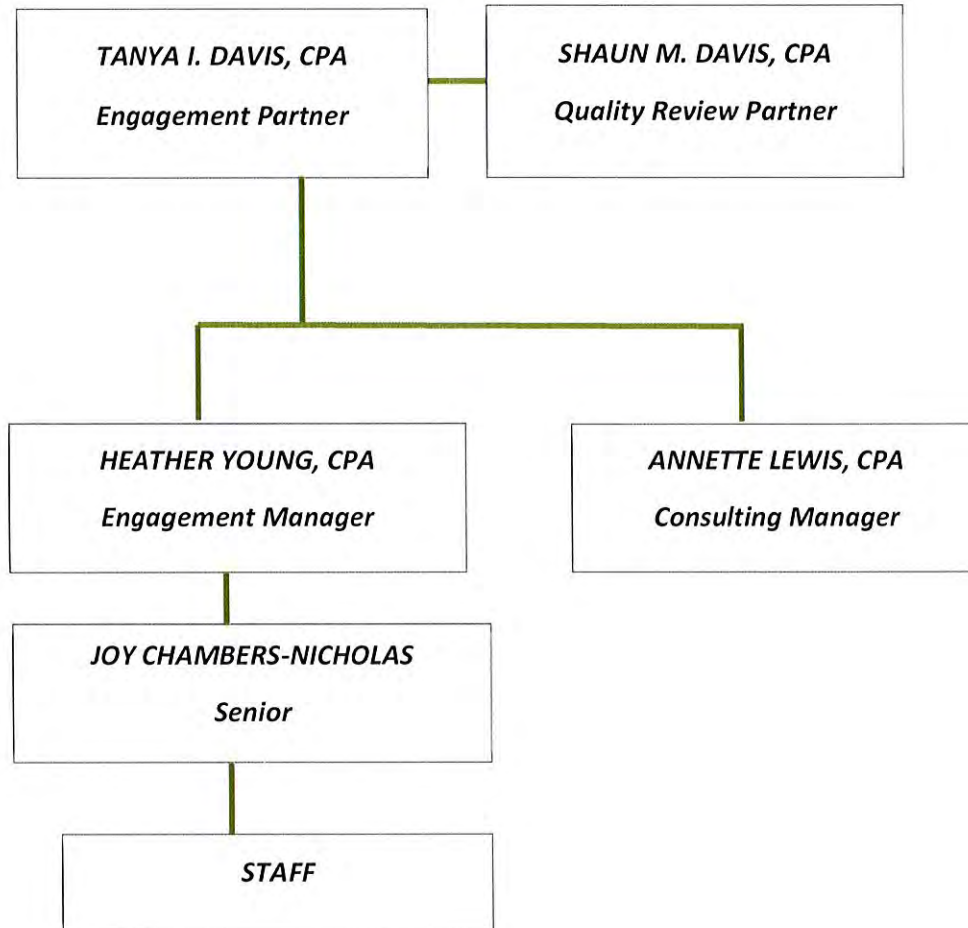
- iii. Assurance that Proposer and all proposed key personnel (including subcontractors) primarily responsible for the timely completion of the segment audit (i.e., Audit Partners, Audit Managers, Seniors and staff) shall maintain their independence throughout the Town's audit engagement.*

Independence is an absolute necessity in audit engagements, as such all key personnel are currently independent and will maintain their independence throughout the audit engagement. Each SDA employee completes an independence statement when hired and annually, thereafter, attesting to his/her independence with respect to the firm's clients.



#### SECTION 4: Proposer's Team & Key Personnel

- i. *Provide a table of organization showing all key personnel to be assigned to the Project, which also reflects the reporting structure of the Team. Key Personnel include Partners, Managers, auditors or any other professional staff that will perform Services under the Agreement.*





*ii. Complete the Proposer's Team and Key Personnel Form.*

Please see form on next page.

## PROPOSER'S TEAM AND KEY PERSONNEL FORM

Proposer's Name: S. Davis & Associates, P.A.

Proposer must provide a response to for all items below. The failure to provide the requested information may adversely impact the evaluation of the Response or render the Response non-responsive.

1. Proposer shall complete the following chart, which is to be sorted by "Classification" for each of the Key Personnel. (If additional space is required use a separate page following the same format.

Name and Classification	Area of Responsibility	Years of Audit Experience	Years of Government Audit Experience	Number of hours to be assigned to performing the Services	In compliance with GAGAS CPE requirements (Yes/No)
Tanya I. Davis Partner	Engagement	28	19	40	Yes
Shaun M. Davis Managing Partner	Quality Review	32	24	26	Yes
Annette Lewis Manager	Consulting	6	6	10	Yes
Heather Sinclair Young Manager	Engagement	22	8	60	Yes
Joy Chambers-Nicholas Senior	Engagement	10	2	115	Yes

2. In the space provided below explain the Proposer's ability and resources to substitute personnel with equal to or more qualifications as the Key Personnel they will substitute for, where required by attrition, turnover, or request by the Town.

Turnover of our audit staff is very low, with the average tenure being over 10 years. It is the firm's policy to keep the key engagement team members intact for multi-year assignments. Although never anticipated, if a change of any personnel should become necessary, the Town of Miami Lakes will be advised in time of such. Staff continuity allows us to maintain efficiencies as well as ensure that the team has a thorough knowledge and understanding of the client and the client's environment.

3. Provide the requested information for all audit engagement commitments for the Key Personnel during the Town's Audit Periods.

Name	Area of Responsibility	Commitment Hours	Client	Period of Engagement
Tanya Davis	Audit Partner	30	South Florida Regional Planning Council	November - January
Shaun Davis	Quality Review Partner	16	South Florida Regional Planning Council	November - January
Heather Sinclair Young	None	0	N/A	N/A
Annette Lewis	Consulting Manager	8	South Florida Regional Planning Council	November - January
Joy Chambers-Nicholas	None	0	N/A	N/A

By signing below Proposer certifies that the information contained in this Form is accurate and complete and confirms that the Key Personnel will be available and dedicated to the Services to be performed under the Agreement.

S. Davis & Associates, P.A.

Firm Name

By Tanya I. Davis  
Signature of Authorized Officer

October 12, 2016

Date

Tanya I. Davis

Printed Name

Partner

Title



*iii. Provide a brief job description of each position classification, including the experience requirements to hold the position classification.*

We have assembled our best and brightest governmental specialists to serve on the audit. We believe that their relevant experience and training are unmatched in South Florida and that they have the skills and desire to serve the Town's needs. Our service team will consist of two SDA partners, a consulting manager, an audit senior manager, an audit senior and staff who will assist them.

The following is a description of the responsibilities and experience of each key engagement team member and an introduction to the individuals assigned to them. The resumes of key personnel are included in "Resumes" section of this proposal.

The **engagement partner** has overall responsibilities for all work performed for a client and will be your primary point of contact. Tanya I. Davis, Partner at S. Davis & Associates, P.A., has extensive experience in serving governmental, not-for-profit, and other large, complex, computer-oriented clients. Her project management skills will be invaluable on the Town's audit. Tanya is a licensed CPA in Florida and has over twenty-five years of public accounting experience.

The **quality review partner** is responsible for reviewing audit documentation and reporting for quality control. Shaun M. Davis, Managing Partner of S. Davis & Associates, P.A., will serve in this capacity. Shaun also has extensive experience in serving governmental, not-for-profit, and other large, complex, computer-oriented clients. Shaun has over thirty years of public accounting experience and, in addition to audits, has participated in numerous consulting projects that addressed internal controls and financial projections. Shaun is licensed to practice as a CPA in Florida and New York.

The **consulting manager**, Annette Lewis, has significant experience in providing consulting and accounting services. Invaluable to this engagement will be the use of her expertise as a former finance director of a Florida city and other governmental agencies, and her experience conducting several agreed-upon procedures and other projects for governmental entities. She has over twenty-five years of experience in government and public accounting. Annette is a licensed Florida CPA.

The **engagement manager** maintains continuous control over the engagement through meetings with clients, review of work papers, and discussions with staff. Heather Sinclair Young, Senior Manager, will be assigned to the audit engagement. She will devote substantial attention to the planning and wrap up phases of the audits and, during fieldwork, will devote a significant amount of her time to your audit. She will establish and maintain open communication channels with key Town personnel, the engagement partner, and the engagement senior to ensure a smooth execution and a timely completion of the audit. She has more than fifteen years of public accounting experience. Heather is licensed to practice as a certified public accountant in Florida.

The **engagement senior** is responsible for the daily supervision of the audit fieldwork. Joy Chambers-Nicholas will be assigned in this capacity. Along with Tanya and Heather, she will devote substantial attention to the planning phase of the audit and, during fieldwork, will devote 100% of her time to the Town. An additional senior, will be assigned to the engagement if pre-planning discussions indicate there is a need for more than one.

The *engagement staff* will perform the audit procedures at the direction of the manager and senior. We strive to match the interests, abilities, and experience of our staff to each engagement. Staff assigned to our governmental industry engagements receives specific industry training to prepare them for their assignments.

- iv. *One page resume for each of the Key Personnel that includes prior applicable/comparable experience (including governmental experience), a description of their responsibilities, experience to hold their position, including academic qualifications.*

Resumes begin on the following page





**TANYA I. DAVIS, CPA**

*Engagement Partner*

**Professional Experience**

Tanya is the partner in charge of auditing and accounting services at S. Davis & Associates, P.A. and has over twenty-five years of public accounting experience. She was a former Audit Supervisor with Grant Thornton, LLP and experienced staff with PricewaterhouseCoopers. Tanya has attained pertinent audit and special services experience in the governmental and not-for-profit industries, most requiring federal and/or state single audits.

**Selected Current and Former Governmental Clients**

- City of West Park
- City of Hollywood
- City of West Palm Beach
- City of Lauderhill
- City of Lauderhill Police and Firefighters Retirement System
- City of Riviera Beach CRA
- City of Dania Beach
- City of Dania Beach Police and Firefighters Retirement System
- Miami-Dade Water & Sewer
- Broward County Supervisor of Elections, Property Appraiser, Clerk of Courts, Housing Finance Authority, Health Facilities Authority and Single Audit
- South Florida Regional Planning Council

**Professional and Business Affiliations**

- Past Chairperson, State of Florida Board of Accountancy (served on board for 7 years)
- Treasurer and Audit Committee Chair, Art & Culture Center of Hollywood
- Trustee and Audit Committee Vice Chair, Barry University
- Past President, Greater Miami Chapter of the National Association of Black Accountants, Inc.
- Past National Vice President, National Association of Black Accountants, Inc.
- Member, South Florida Government Finance Officers and City Clerks Association
- Member, Government Finance Officers Association
- Member of the Florida Institute of Certified Public Accountants (FICPA)

**Education and Licenses**

Cum Laude Graduate of Barry University with a Bachelor of Science degree in Accounting  
CPA licensed to practice in Florida

**Continuing Professional Education**

Tanya has exceeded the governmental and total CPE hours required by *Government Auditing Standards*.

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**SHAUN M. DAVIS, CPA**

*Quality Review Partner*

**Professional Experience**

Shaun is the Managing Partner of S. Davis & Associates, P.A. and has over thirty years of public accounting experience, including serving in his former position as Audit Manager with Ernst & Young. Shaun has pertinent experience in audit and special services engagements in the governmental and not-for-profit industries, most requiring federal and/or state single audits.

**Selected Current and Former Governmental Clients**

- City of West Park
- City of Dania Beach
- City of West Palm Beach
- City of Dania Beach Police and Firefighters Retirement System
- City of Lauderhill
- City of Riviera Beach CRA
- Miami-Dade Water & Sewer
- Broward County, including Constitutional Officers and component units
- South Florida Regional Planning Council

**Professional and Business Affiliations**

- Chairman, Urban League of Broward County
- Trustee, Florida Atlantic University
- Board of Governors, Florida State University School of Business
- Member and Audit Committee Vice-Chair, Orange Bowl Committee
- Lifetime Member, Girls Scouts of Tropical South Florida
- Member, Broward Workshop
- Past Chairperson, State of Florida Board of Accountancy (served on board for 8 years)
- Member, South Florida Government Finance Officers and City Clerks Association
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)

**Education and Licenses**

Graduate of Florida State University with a Bachelor of Science degree in Accounting  
CPA licensed to practice in Florida and New York

**Continuing Professional Education**

Shaun has exceeded the governmental and total CPE hours required by *Government Auditing Standards*.





**ANNETTE E. LEWIS, CPA, MBA**

*Consulting Manager*

**Professional Experience**

Annette is the Firm's consulting manager and has over twenty years of combined governmental and public accounting experience. Annette is responsible for all of the firm's consulting engagements and attestation engagements not managed by either partner. Annette has held director of Finance positions with governmental entities in Miami-Dade County and, in her transition to public accounting, has gained significant experience in providing consulting and accounting services for public sector clients. Annette has experience in attestation, accounting, tax and consulting services.

**Selected Current and Former Governmental Clients**

- City of Hollywood
- City of Weston
- City of Miramar
- City of Riviera Beach CRA
- City of West Park
- South Florida Regional Planning Council
- South Florida Water Management District
- Broward County
- School Board of Broward County

**Professional and Business Affiliations**

- Member of the National Black MBA Association
- Member of American Institute of Certified Public Accountants (AICPA)
- Member of Florida Institute of Certified Public Accountants (FICPA)
- Member, South Florida Government Finance Officers and City Clerks Association

**Education**

Graduate of Boston College with a Bachelor of Science degree in Accounting and an MBA from Florida International University

CPA licensed to practice in Florida

**Continuing Professional Education**

Annette has exceeded the governmental and total CPE hours required by *Government Auditing Standards*.





**HEATHER SINCLAIR YOUNG, CPA, MBA**

***Engagement Manager***

**Professional Experience**

Heather will serve as the engagement manager with over fifteen years of public accounting experience, including serving in her former position as Audit Professional with Mair Russell, a corresponding firm of Grant Thornton, LLP. Her pertinent financial statement audit, single audit and special services experience has been attained in the governmental industry.

**Selected Current and Former Governmental and Not-for-Profit Engagements**

- City of Dania Beach
- City of Dania Beach Police and Firefighters Retirement System
- City of Hollywood
- City of Hollywood CRA's
- Broward County Single Audit, Constitutional Officers and component units
- Palm Beach County
- Broward County Housing Finance Authority
- South Florida Regional Planning Council
- South Broward Hospital District

**Professional and Civic Affiliations**

- Leadership Hollywood Alumni
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)

**Education and Licensing**

Honors Graduate of the University of the West Indies with a Bachelor of Science degree in Accounting and a Master of Business Administration from Florida International University

CPA licensed to practice in Florida

**Continuing Professional Education**

Heather has exceeded the governmental and total CPE hours required by *Government Auditing Standards*.



***JOY CHAMBERS-NICHOLAS***

***Engagement Senior***

**Professional Experience**

Joy is an auditor at S. Davis & Associates, P.A. and has been with the firm for just under two years. She began her career with Mair Russell, a corresponding firm of Grant Thornton, LLP and has over ten (10) years of combined public and private experience in accounting and auditing.

**Selected Current and Former Governmental Clients**

- City of West Park
- City of West Palm Beach
- City of Deerfield Beach
- City of Lauderdale Police and Firefighters Retirement System
- Miami-Dade Expressway Authority

**Professional and Business Affiliations**

- Member, Florida Institute of Certified Public Accountants (FICPA)
- Member, South Florida Government Finance Officers and City Clerks Association

**Education and Licensing**

Graduate of the University of the West Indies, Kingston, Jamaica, with a Bachelors Degree in Accounting and Management

**Continuing Professional Education**

Joy has attained the governmental and total CPE hours required by *Government Auditing Standards* based on her length of time with SDA.



v. *Provide copies of applicable licenses and certifications for all key personnel.*

SDA is properly licensed by the State of Florida to engage in the practice of independent public accounting and has been providing these services since its inception. SDA's key professionals are also properly licensed by the State of Florida to engage in the practice of independent public accounting. The firm's license number to practice independent public accounting is AD0016501, as issued by the Florida Department of Business and Professional Regulation. The firm and licensed professionals are in good standing with the Florida Board of Accountancy.





SECTION 5: Proposer's Experience & Past Performance

- i. *Complete the Proposer's Experience Form for each qualifying governmental audit.*
- ii. *Forms must demonstrate that Proposer has completed the required two (2) external governmental audits for two (2) different Florida municipalities within the past five (5) years as the prime contractor.*

Please see forms attached.

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PROPOSER'S EXPERIENCE FORM

Proposing Firm: S. Davis & Associates, P.A.

Proposer shall complete a separate copy of this form for each contract required in order to meet the minimum qualification requirements as stipulated Section 4.5 of the RFP.

Contract Details:

Client Name: City of West Park

Address of Client: 1965 S. State Road 7, West Park, FL 33023

Type of Entity: Public ☒ Private ☐

Description of Work: Financial Statement Audit, Single Audit, Contract Compliance

Total Value of Contract: \$ 140,000 to date Multiple Fund Sources: Yes ☐ No ☐ N/A

Term of Contract (including effective date & no. of years): 2005 to current; 11 years

Option to Renew (OTR) years included: Yes ☒ No ☐ OTR years exercised: ☒

Is the contract ongoing or completed? Audit contract is completed. Contract compliance contract is current.

Services provided as prime contractor or subcontractor: Prime

Proposer's office location that performed the work under the contract: Hollywood

Did any of the Key Personnel proposed in the Response work on the contract: Yes ☒ No ☐

If yes, list the name(s): Tanya Davis, Shaun Davis, Annette Lewis, Joy Chambers-Nicholas

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

S. Davis & Associates, P.A.

Firm Name

By: Tanya I. Davis  
Signature of Authorized Officer

October 12, 2016  
Date

Tanya I. Davis  
Printed Name

Partner  
Title

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PROPOSER'S EXPERIENCE FORM

Proposing Firm: S. Davis & Associates, P.A.

Proposer shall complete a separate copy of this form for each contract required in order to meet the minimum qualification requirements as stipulated Section 4.5 of the RFP.

Contract Details:

Client Name: City of West Palm Beach

Address of Client: 401 Clematis Street, West Palm Beach, FL 33401

Type of Entity: Public ☒ Private ☐

Description of Work: Financial Statement Audit, Single Audit

Total Value of Contract: \$ 850,000 most recent 5-year contract Multiple Fund Sources: Yes ☐ No ☐ N/A

Term of Contract (including effective date & no. of years): 2005 - 2015; 10 years

Option to Renew (OTR) years included: Yes ☒ No ☐ OTR years exercised: ☒

Is the contract ongoing or completed? Completed

Services provided as prime contractor or subcontractor: Subcontractor

Proposer's office location that performed the work under the contract: West Palm Beach

Did any of the Key Personnel proposed in the Response work on the contract: Yes ☒ No ☐

If yes, list the name(s): Tanya Davis, Joy Chambers-Nicholas

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

S. Davis & Associates, P.A.

Firm Name

By: Tanya I. Davis  
Signature of Authorized Officer

October 12, 2016  
Date

Tanya I. Davis  
Printed Name

Partner  
Title

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PROPOSER'S EXPERIENCE FORM

Proposing Firm: S. Davis & Associates, P.A.

Proposer shall complete a separate copy of this form for each contract required in order to meet the minimum qualification requirements as stipulated Section 4.5 of the RFP.

Contract Details:

Client Name: City of Lauderdale

Address of Client: 5581 W. Oakland Park Boulevard, Lauderdale FL 33313

Type of Entity: Public ☒ Private ☐

Description of Work: Financial Statement Audit, Single Audit

Total Value of Contract: \$ 82,000 Multiple Fund Sources: Yes ☐ No ☐ N/A

Term of Contract (including effective date & no. of years): 2011; 1 year due to unanticipated circumstances with contracted auditor

Option to Renew (OTR) years included: Yes ☐ No ☒ OTR years exercised: ☐

Is the contract ongoing or completed? Completed

Services provided as prime contractor or subcontractor: Prime

Proposer's office location that performed the work under the contract: Hollywood

Did any of the Key Personnel proposed in the Response work on the contract: Yes ☒ No ☐

If yes, list the name(s): Tanya Davis, Shaun Davis

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

S. Davis & Associates, P.A.

Firm Name

By: Tanya I. Davis  
Signature of Authorized Officer

October 12, 2016  
Date

Tanya I. Davis  
Printed Name

Partner  
Title

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PROPOSER'S EXPERIENCE FORM

Proposing Firm: S. Davis & Associates, P.A.

Proposer shall complete a separate copy of this form for each contract required in order to meet the minimum qualification requirements as stipulated Section 4.5 of the RFP.

Contract Details:

Client Name: City of Deerfield Beach

Address of Client: 401 SW 4th Street, Deerfield Beach, FL 33441

Type of Entity: Public ☒ Private ☐

Description of Work: Financial Statement Audit, Single Audit

Total Value of Contract: \$ 600,000 Multiple Fund Sources: Yes ☐ No ☐ N/A

Term of Contract (including effective date & no. of years): 2015 - 2019

Option to Renew (OTR) years included: Yes ☐ No ☒ OTR years exercised: ☐

Is the contract ongoing or completed? Ongoing

Services provided as prime contractor or subcontractor: Subcontractor

Proposer's office location that performed the work under the contract: Hollywood

Did any of the Key Personnel proposed in the Response work on the contract: Yes ☒ No ☐

If yes, list the name(s): Joy Chambers-Nicholas

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

S. Davis & Associates, P. A.

Firm Name

By: Tanya I. Davis  
Signature of Authorized Officer

October 12, 2016

Date

Tanya I. Davis

Printed Name

Partner

Title

RFP 2016-46



## SECTION 6: Proposer's Methodology & Project Plan

- i. Describe Proposer's Project plan, methodology and recommended solutions in performing the Services, and describe Proposer's specific policies, plans, procedures or techniques to be used in providing the Services to be performed. The Proposer shall describe its approach to project organization and management, including the responsibilities of Proposer's management and staff personnel that will perform work on this Project.*

Our objectives for Town of Miami Lakes, Florida will be as follows:

- Enhance the quality of audit and related services to the Town;
- Minimize disruption of the Town's personnel; and
- Take a fresh look at the various accounting and business operations.

### ***General Requirements and Scope of Services***

We will commence immediately after notification of our selection as the Town's auditors and will include the following procedures:

- a. Meet with the key Town personnel to review and update our understanding of accounting principles and procedures, reporting requirements, budgeting, planning and closing schedules. We will agree on audit timelines and deliverables. Town personnel will be provided with an agenda prior to this planning meeting;
- b. Review the predecessor auditor's reports and workpapers;
- c. Evaluate the internal control structure by conducting interviews with your personnel and by obtaining copies of organizational charts, budgets, and other relevant documentation;
- d. Evaluate computer/accounting system controls;
- e. Review applicable laws, regulations, contract and grant agreements;
- f. Perform risk assessments;
- g. Develop detailed audit programs that allocate elements of the time budget to various audit areas, including determining audit samples, based on the results of risk assessments performed;
- h. Plan the engagement to meet the Town's deadline for issuance of the CAFR, enabling the Town to continue its tradition of receiving GFOA awards;
- i. Perform substantive and compliance testing;
- j. Review client-prepared documents which are to be covered by the auditor opinions and the CAFR; and
- k. Issue auditor's reports, meeting Town deadlines.

We will conduct an evaluation of the internal control structure, accounting system and fraud risk. Based on the conclusions reached, we will determine the timing and extent of the specific procedures to be performed, including the use of statistical sampling methods, and coordinate implementation thereof with the activities of the Town.

We will determine the applicable laws regulations, contract and grant agreements through discussions with key personnel, review of current year and prior year monitoring and financial reports, and any other relevant information that comes to our attention during the engagement.



Using information gained from the above, coupled with a review of your general ledger, we will plan a risk-based audit and develop our audit programs, accordingly. The financial statement audit will include tests of account balances and tests of significant and effective controls. Tests performed for the single audit are compliance, in nature, and will follow federal and state guidelines.

Our interim and year-end work will involve updating and completing our audit of the data used to test balances and compliance, and the completion and rendering of our report. As a result of our inquiries, the majority of the accounting and reporting problems will have been identified, the completion of the engagement will be efficient and our report will be issued and distributed prior to the established deadlines. We will perform the following procedures for all reporting units based on established risks:

- Analysis, confirmation, and tests of accounts;
- Analytical review of the revenue and expense accounts;
- Tests of controls and compliance including controls of the Town's computer environment;
- Tests of compliance with applicable laws, regulations, contracts and grant agreements;
- Performance of such other procedures as will be required to render an opinion on the financial statements, notes to the financial statements and compliance matters;
- Tests of compliance with federal and state requirements as relates to major programs in accordance with Title 2 U.S. Code of Professional Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- Review of our comments and conclusions regarding internal controls and results of test findings and Management Letter before issuance to the Town; and
- Issuance and distribution of the financial and compliance reports, management letter, and Comprehensive Annual Financial Report ("CAFR") to the Town.

Our approach will be based on a thorough, up-to-date understanding of the accounting and compliance issues and the operations thereof. The approach directly links governmental industry regulations, business environmental factors, analytical review results, and our internal control evaluation to specific accounts and transactions. We provide all staff with laptop computers that use up-to-date auditing software, including but not limited to EDP software, which enables them to audit client records in a timely and efficient manner. We will utilize our consulting and information technology resources as deemed necessary in auditing your computer environment as it specifically relates to significant audit areas, to further enhance the timeliness and efficiency of your audit. Through the use of information technology tools, the audit team will assess risk related to your computer environment, and evaluate and test your pertinent computer systems, including physical controls. We will use recognized leading audit software tools to perform computer-assisted auditing techniques to clerically test and age data files, select audit samples, and test calculations as well as to stratify data and perform exception reporting.

We will require the assistance of Town personnel to prepare audit schedules and confirmations, follow up on confirmation requests, locate audit support documentation, provide data requested, and inform us of any issues or concerns. A preliminary list of items requested will be provided to the Town prior to interim work with a revised list to be provided as we gain a better understanding of the Town.



Our procedures will be specifically designed, among other things, to:

- Evaluate internal controls, laws and regulations and computer security through discussions with management review of supporting documentation and statutes;
- Develop comments with specific recommendations to improve operations, systems and procedures; and
- Audit the authorization and documentation of recorded transactions to gain audit satisfaction on the accuracy of financial information submitted to our firm by the Town.

***Reports to be Issued***

Following the completion of the audit of each fiscal year's financial statements, we shall issue the following:

- A report on the fair presentation of the basic, government-wide financial statements and fund financial statements with an in-relation-to opinion on the combining information and supporting schedules in conformity with generally accepted accounting principles;
- A report on compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards* communicating reportable conditions found, if any;
- Management letter in accordance with the Rules of the Auditor General of the State of Florida;
- A report on compliance with requirements applicable to each major program/project and on internal control in accordance with laws and regulations in accordance with the OMB, Super Circular and the Florida Single Audit Act, as applicable;
- A schedule of findings and questioned costs.

Immediate verbal notification will be given to the Finance Director, Town Manager and the Town Council as appropriate, for any fraud, suspected fraud and illegal acts, which we become aware of. A written report will follow.

***Smooth Audit***

We believe we have an excellent record of successful audits for governmental engagements. SDA will provide the Town with a high quality and efficient audit. Furthermore, a successful audit depends on effective periodic communication between the City and your independent auditors. We will invest a considerable amount of time before we begin the fieldwork to ensure effective planning. We invite you to participate in the planning process so that we can agree on an audit approach, which would render an efficient audit and a timely report. Throughout fieldwork, we will conduct weekly status update meetings with Town and SDA personnel.

We have audited similar entities for many years and expect to continue our trend of timely and successful audits.

### ***Financial Statement Formats***

In general, the content and format of the Town's auditor's reports are determined by GAAP, GAAS, GASB and GAO standards, and Florida Auditor General Requirements. Within these guidelines, however, reports should provide information in the most appropriate manner for internal decision-making and public disclosure.

We will discuss the format of the financial statements and the schedule of expenditures of federal awards and state financial assistance during the beginning of the audit process and will continue this discussion for any revisions necessary through financial statement issuance.



### ***Management and Staff***

The Town's engagement team will be composed of SDA personnel with governmental audit experience. Their responsibilities can be found on page 12 of the proposal.



- ii. *Provide a project schedule identifying specific key tasks and duration, in gantt chart format, to complete the annual financial audit due by March 15th of each succeeding fiscal year.*

**PROPOSED TIME TABLE – 2017 AND FORWARD**

	<i>September</i>	<i>October</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>
<i>Planning*</i>						
<i>Systems Evaluation*</i>						
<i>Understanding and Testing Internal Controls *</i>						
<i>Detailed Audit Plan **</i>						
<i>Substantive Testing **</i>						
<i>Management Letter</i>						
<i>Progress Conferences*</i>						
<i>Exit Conference</i>						
<i>Draft CAFR &amp; Management Letter(s)</i>						
<i>Report Issuance</i>						
<i>Presentation of CAFR and Auditors' Reports to the Council</i>						
<i>Preparation of Data Collection Form</i>						

\*For fiscal year ended September 30, 2016, planning, systems evaluation, gaining an understanding and progress conferences of internal controls will commence immediately after the contract is signed.

\*\*For fiscal year ended September 30, 2016, the detailed audit plan will be completed and interim substantive tests will begin within thirty (30) days of execution of the contract.



- iii. *Describe Proposer's approach to preparing its annual audit work plan as described in Section 3, Scope of Services. Provide an outline of the work plan via a sample or draft work plan.***

Please see our steps for developing the annual work plan under “General Requirements and Scope of Services” a-g, on page 26.

- iv. *Describe Proposer's specific policies, procedures or techniques used to develop information for annual management letters.***

During the course of the audit fieldwork personnel may find areas in which controls and/or operations can be improved or instances in which “findings” come to our attention. The audit senior will discuss improvements and/or potential findings with the audit manager and appropriate level of Town personnel to determine the legitimacy and validity of such, and to ensure there are no mitigating controls or circumstances. If it is determined that the comments and/or findings are factual, legitimate and valid, they will be discussed with the engagement partner and the Finance Director. If determined that the comments and findings will move forward to be included in the audit reporting package, the Finance Director and Town Manager will have the opportunity to provide a response to each comment/finding before incorporating the finding into the draft and final audit reporting package. There will be no surprises.

- v. *Describe Proposer's procedures in monitoring the progress of the audit and communicating same with client while the audit is in progress.***

The engagement team will have a weekly meeting to discuss the status of the engagement, which will be followed by a weekly status meeting with Town accounting and finance personnel. Also see our proposed timetable at page 30.

- vi. *Describe the nature and extent of Electronic Data Processing (EDP) audit techniques to be used to perform the Services by the Proposer in the examination of the Town's financial statements, and provide a description of work to be done in accordance with current applicable auditing standards (effects of EDP on the auditors study and evaluation of Internal Control).***

Please see the nature and extent of EDP audit techniques at page 27.

- vii. *Describe Proposer's ability to provide the County with analysis of current developments of the Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements as it relates to the County's audit segment.***

SDA stays on the forefront of current initiatives and developments of GASB and FASB standards. It is our normal practice to apprise our clients’ financial departments of proposed changes and new pronouncements, at least annually. We discuss the effective date, how it impacts the clients financial statements and accounting and help the client to develop an implementation plan. We are available to answer any questions about current, proposed, and/or future pronouncements throughout the year and want the Town to consider us a technical resource.

- viii. *Describe the Proposer's professional development program, including the approximate number of days per year of continuing education provided to members of the Proposer including governmental continuing education requirements in accordance with the "Yellow Book".*

All personnel licensed to practice as certified public accountants are required to meet continuing professional education (CPE) requirements of 80 hours to renew their license every 2 years and are required to submit their renewed license to office administration. Non-licensed personnel are required by the firm to obtain the same number of hours every 2 years and all professional personnel, licensed and non-licensed, are required to obtain CPE Yellow Book compliance under *Government Auditing Standards*. SDA coordinates and monitors CPE for each staff person, ensuring they all have the requisite number of governmental CPE hours, Accounting and Auditing CPE hours and total CPE hours by taking courses offered by the AICPA, FICPA, Big 4 and 2<sup>nd</sup>-tier public accounting firms, self-study and SDA sponsored CPE courses.



## SECTION 7: Documents

- i. *Copy of Proposer's license to practice public accounting as a Certified Public Accountant in the State of Florida.*

Please see copy of license below.

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA  
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
 BOARD OF ACCOUNTANCY

<b>LICENSE NUMBER</b>	
AD0016501	

The ACCOUNTANCY CORPORATION  
 Named below IS LICENSED  
 Under the provisions of Chapter 473 FS.  
 Expiration date: DEC 31, 2017

S DAVIS & ASSOCIATES, P A  
 2521 HOLLYWOOD BOULEVARD  
 HOLLYWOOD FL 33020



ISSUED: 12/29/2015

DISPLAY AS REQUIRED BY LAW

SEQ # L1512290001648

- ii. *Document the completion of and provide a copy of external quality control peer review completed within the past three (3) years without a failing score in accordance with Generally Accepted Government Auditing Standards (GAGAS). Indicate if the peer review included a review of the quality of the governmental audit.*

In addition to the engagement partner's review, the SDA team includes a quality review partner on all governmental engagements. This partner is not involved in day-to-day engagement supervision and review, but reviews the workpapers and reports prior to issuance with a clean set of eyes as an added step to ensuring the quality of the engagement in accordance with generally accepted auditing standards and *Government Auditing Standards*, where applicable. SDA also participates in the AICPA peer review program which includes review of our quality control programs and certain engagements selected by the peer reviewer every three (3) years. Our last review was performed for the year ended November 30, 2014. Due to the high volume of governmental entities SDA audits, at least one governmental audit client is always selected for the firm's peer review. We have received a PASS (formerly called an unqualified opinion) on our quality review program since the firm's inception. See our most recent peer review report on the following page.



INFANTE & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS CONSULTANTS

Members of  
American Institute of CPAs  
• Center for Audit Quality  
• Employee Benefit Plan Audit Quality Center  
• Governmental Audit Quality Center  
• Private Company Practice Section  
• Tax Division  
Florida Institute of CPAs

Hennepin Building Center  
1650 Harrison Street  
Suite 508  
Hollywood, FL 33020  
Telephone (954) 522-8986  
Fax (954) 522-8984  
www.infanteccpa.com

### System Review Report

July 24, 2015

To The Partners of  
S. Davis & Associates, PA  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of S. Davis & Associates, PA (the firm) in effect for the year ended November 30, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included an engagement performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of S. Davis & Associates, PA in effect for the year ended November 30, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. S. Davis & Associates, PA has received a peer review rating of *pass*.

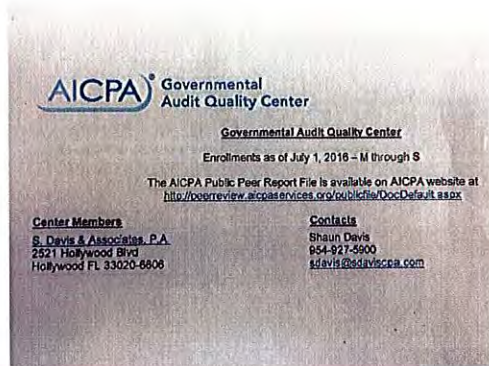
*Infante & Company*

Infante & Company



- iii. *As available, provide documentation of standing/membership in professional finance organizations to include but not be limited to GFOA, AICPA and FICPA*

We are a member in good standing of both the American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA), and a proud member of the AICPA Governmental Audit Quality Center.



Our key personnel are members of the GFOA



## SECTION 8: Form of Agreement

We have no concerns with the Town's agreement. This section does not apply to us.

SECTION 9: Forms/Affidavits

## RFP 2016-46 PROPOSER'S REFERENCE FORM

Proposers shall utilize this form to provide additional references beyond the minimum required in Section 4.5.

**Name of Client Entity:** City of West Park

Address: 1965 S. State Road 7

City/State/Zip: West Park, Florida 33023

Contact: W. Ajibola Balogun

Title: City Manager

Email Address: abalogun@cityofwestpark.org

Telephone: (954) 989-2688

Scope of Work: Financial Statement Audit, Single Audit, Contract Compliance Agreed-upon Procedures

Project Start/End Dates: 2005 - Current

Contract Amount: \$ 140,000 to date

**Name of Client Entity:** School Board of Broward County

Address: 600 SE 3 Avenue

City/State/Zip: Fort Lauderdale, Florida 33301

Contact: Robert Runcie

Title: Superintendent

Email Address: r.r@browardschools.com

Telephone: 754-321-2600

Scope of Work: Financial Statement Audit, Single Audit, Agreed-upon Procedures

Project Start/End Dates: 2000 - current

Contract Amount: \$ 750,000 to date

**Name of Client Entity:** Broward County Housing Finance Authority

Address: 110 NE 3 Street, Suite 300

City/State/Zip: Fort Lauderdale, Florida 33301

Contact: Norman Howard

Title: Assistant Director

Email Address: nhoward@broward.org

Telephone: 954-357-4925

Scope of Work: Financial Statement Audit, Bond Audits

Project Start/End Dates: 2014-2018

Contract Amount: \$ 400,000



**CERTIFICATE OF AUTHORITY  
(IF CORPORATION)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of S. Davis & Associates, P.A., a corporation organized and existing under the laws of the State of \_\_\_\_\_, held on the 31st day of January, 1997, a resolution was duly passed and adopted authorizing (Name) Tanya Davis as (Title) Secretary of the corporation to execute proposals on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, is the official act and deed of the corporation. I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th, day of October, 2016.

Secretary:  Print: Tanya I. Davis

---

**CERTIFICATE OF AUTHORITY  
(IF PARTNERSHIP)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of \_\_\_\_\_, a partnership organized and existing under the laws of the State of \_\_\_\_\_, held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a resolution was duly passed and adopted authorizing (Name) \_\_\_\_\_ as (Title) \_\_\_\_\_ of the to execute proposals on behalf of the partnership and provides that his/her execution thereof, attested by a partner, is the official act and deed of the partnership.

I further certify that said partnership agreement remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_.

Partner: \_\_\_\_\_ Print: \_\_\_\_\_

---

**CERTIFICATE OF AUTHORITY  
(IF JOINT VENTURE)**

Joint ventures must submit their joint venture agreement indicating that the person signing the Proposal is authorized to sign RFP documents on behalf of the joint venture and submit the appropriate Certificate of Authority (corporate, partnership, or individual).

---

**CERTIFICATE OF AUTHORITY  
(IF INDIVIDUAL)**

I HEREBY CERTIFY that, I (Name) \_\_\_\_\_, individually and doing business as (d/b/a) \_\_\_\_\_ (If Applicable) have executed and am bound by the terms of the Proposal to which this attestation is attached.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

NOTARIZATION

STATE OF Florida )

) SS:

COUNTY OF Broward  
Miami Dade )

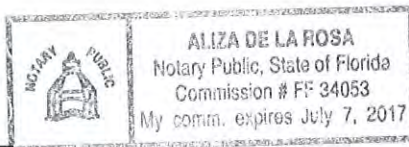
The foregoing instrument was acknowledged before me this 12th day of October, 2016, by Tanya Davis, who is personally known to me or who has produced FL Driver License as identification and who (did) take an oath.

[Signature]

SIGNATURE OF NOTARY PUBLIC

STATE OF FLORIDA

Aliza DeLaRosa



PRINTED, STAMPED OR TYPED

NAME OF NOTARY PUBLIC



RFP 2016-46

ADDENDUM ACKNOWLEDGEMENT FORM

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum No. <u>1</u> ,	Dated <u>September 20, 2016</u>
Addendum No. <u>2</u> ,	Dated <u>September 23, 2016</u>
Addendum No. <u>3</u> ,	Dated <u>October 3, 2016</u>
Addendum No. <u>4</u> ,	Dated <u>October 5, 2016</u>
Addendum No. <u>5</u> ,	Dated <u>October 7, 2016</u>
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____

\_\_\_\_\_ No Addendum issued for this RFP

Firm's Name: S. Davis & Associates, P.A.

Signature: 

Printed Name/Title: Tanya I. Davis/Partner

## PROPOSER'S AFFIDAVIT

By executing this affidavit, Proposer discloses any personal or business relationship or past experience with any current Town employee or elected representative of the Town.

Proposer shall disclose to the Town:

- a) Any direct or indirect personal interests in a vendor held by any employee or elected representative of the Town.

N/A	N/A	N/A
Last name	First name	Relationship
N/A	N/A	N/A
Last name	First name	Relationship
N/A	N/A	N/A
Last name	First name	Relationship

- b) Any family relationships with any employee or elected representative of the Town.

N/A	N/A	N/A
Last name	First name	Relationship
N/A	N/A	N/A
Last name	First name	Relationship
N/A	N/A	N/A
Last name	First name	Relationship



Authorized Signature

October 12, 2016

Date



# ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }  
 }  
 } SS:  
 COUNTY OF ~~MIAMI DADE~~ Broward }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Town of Miami Lakes, its elected officials, and S. Davis & Associates, P.A. or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: Ray J. Davis

Title: Partner

Sworn and subscribed before this

12 day of October, 2016

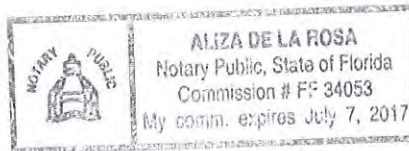
*Ally Bush*

Notary Public, State of Florida

Alizei De La Rosa

(Printed Name)

My commission expires: July 7 2017



NON-COLLUSIVE AFFIDAVIT

State of Florida }

} SS:

County of Broward }  
Miami-Dade

Tanya I. Davis being first duly sworn, deposes and says that:

- a) He/she is the Partner, (Owner, Partner, Officer, Representative or Agent) of S. Davis & Associates, P.A., the Bidder that has submitted the attached Proposal;
- b) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- c) Such Proposal is genuine and is not collusive or a sham Proposal;
- d) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Bidder, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- e) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, **owners, employees or parties in interest, including this affiant.**

Signed, sealed and delivered in the presence of:

[Signature]

Witness

[Signature]

Witness

By

Tanya I. Davis

Tanya I. Davis

(Printed Name)

Partner (Title)

NON-COLLUSIVE AFFIDAVIT (CONTINUED)

ACKNOWLEDGMENT

State of Florida )

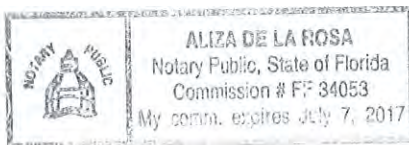
) SS:

County of Broward  
~~Miami-Dade~~)

BEFORE ME, the undersigned authority, personally appeared Tanya I. Davis to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that x executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 12 day of October, 2016.

My Commission Expires: July 7 2017



Aliza De La Rosa  
Aliza De La Rosa

Notary Public State of Florida at Large



**SWORN STATEMENT ON PUBLIC ENTITY CRIMES  
SECTION 287.133(3)(a), FLORIDA STATUTES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the Town of Miami Lakes

by Tanya I. Davis, Partner

**[print individual's name and title]**

for S. Davis & Associates, P.A.

**[print name of entity submitting sworn statement]**

whose business address is

2 South Biscayne Boulevard, Suite 3200

Miami, FL 33131

and (if applicable) its Federal Employer Identification Number (FEIN) is 65-0719690

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: \_\_\_\_\_ )

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)9g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or an agency or political subdivision of any other state or of the United States involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand than an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, will be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months will be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and

agents who are active in the management of an entity.

6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **[Indicate which statement applies.]**

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ This entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO**

**UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

Tanya I. Davis

Signature of Entity Submitting Sworn Statement

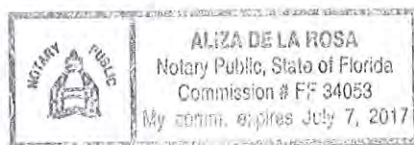
Sworn to and subscribed before me this 12 day of October, 2016.

Personally known Tanya I. Davis

OR produced identification FL Driver License Notary Public – State of Florida

FL Driver License  
(type of identification)

My commission expires July 7 2017



Aliza De La Rosa

(Printed, typed or stamped commissioned  
name notary public)

# CONFLICT OF INTEREST AFFIDAVIT

State of Florida }

} SS:

County of Broward  
~~Miami-Dade~~ }

Tanya I. Davis being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of S. Davis & Associates, P.A., the Bidder that has submitted the attached Bid/Proposal and certifies the following;

Bidder certifies by submitting its Bid that no elected official, committee member, or employee of the Town has a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Town employee, nor any elected or appointed officer (including Town committee members) of the Town, nor any spouse, parent or child of such employee or elected or appointed officer of the Town, may be a partner, officer, director or proprietor of Bidder and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Bidder/Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Bidder. Any contract award containing an exception to these above described restrictions must be expressly approved by the Town Council. Further, Bidder recognizes that with respect to this solicitation, if any Bidder violates or is a party to a violation of the ethics ordinances or rules of the Town, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Town, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Bidder/Proposer may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to Town. The terms "Bidder" as used herein, include any person or entity making a bid herein to Town or providing goods or services to Town.

Bidder further certifies that the price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

  
Witness

By: 

Tanya I. Davis

(Printed Name)

Partner

(Title)

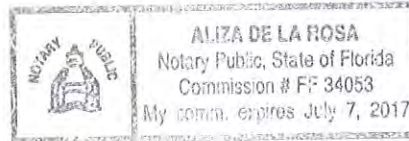


BEFORE ME, the undersigned authority, personally appeared Tanya I. Davis to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Tanya I. Davis executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 12th day of October, 2016.

My Commission Expires:

 Aliza De La Rosa



Notary Public State of Florida at Large

## DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

S. Davis & Associates, P.A.

BUSINESS NAME

*S. Davis & Associates, P.A.*  
FIRM'S SIGNATURE

## POLITICAL ACTIVITY AFFIDAVIT

State of Florida }  
County of Broward } SS:  
Miami-Dade }

Tanya I. Davis being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of S. Davis & Associates, P.A. the Proposer(s) that has submitted the attached Proposal and certifies the following;

Proposer(s) certifies by submitting its Proposal that if selected to provide Lobbying Services on behalf of the Town of Miami Lakes ("Town") that the owner, employees or any representatives of the Proposer **will not** participate or be involved in any political activities related to the election of any individual running for a political office in the or advocate or express their personal opinions on any issues affecting the Town. The limitation on involvement in political activities in the Town includes but is not limited to:

- Campaigning on behalf of or against any candidate or slate of candidates seeking, or currently holding an elected office in the Town.
- Expressing opinions, written or oral, about, in support of, or against any candidate, or slate of candidates seeking, or currently holding an elected office in the Town.
- Advocate or expound any personal opinions in favor of or against any issues affecting the Town.
- Contribute money, directly or indirectly, to any candidates or slate of candidates seeking, or currently holding an elected office in the Town.
- Seek, offer, or request political contributions for any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- Provide any direct, indirect, or in-kind goods or services to any candidate seeking or currently holding an elected office in Town. This includes any political action committees, independent groups or individuals supporting, or against any candidate or slate of candidates current an elected office holder.
- Organize, attend or participate in political fundraising functions, or other similar activities for any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- May not directly or indirectly promote or seek donations or funding for any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- Organize, participate in, or attend political rallies, or meetings related to any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- Use their authority or influence to participate or interfere with an election in the Town.
- Distribute campaign material on behalf of any candidates or slate of candidates for an elected office in the Town.



- Circulate nominating or recall petitions for any candidate seeking or currently holding an elected office in the Town.
- Advocate to have any individual appointed to or removed from any Town Committee.

Further, Proposer(s) recognizes that with respect to this solicitation, if any Proposer(s) violates or is a party to a violation of any of the requirements of this Affidavit that its contract with the Town may be terminated for default and that the Proposer(s) may be further disqualified from submitting any future bids or proposals for services to the Town. The terms "Proposer" as used herein, include any person or entity making a Proposal herein to the Town to provide services to Town.

Where the Proposer is comprised of a Team as defined in the RFP the Affidavit must be submitted for each company comprising the Team.

Signed, sealed and delivered in the presence of:

[Signature]  
Witness  
[Signature]  
Witness

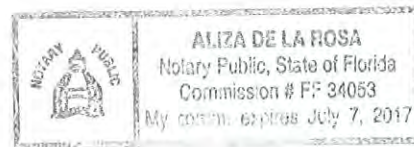
By: Tanya I. Davis  
Tanya I. Davis  
(Printed Name)  
Partner  
(Title)

BEFORE ME, the undersigned authority, personally appeared Tanya I. Davis to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Tanya I. Davis executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 12th day of October, 2016.

My Commission Expires: July 7 2017

[Signature] Aliza DeLaRosa  
Notary Public State of Florida at Large





## Town of Miami Lakes

### RFP 2016-46 Independent Auditing Services, Addendum #1

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. **Underlined and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

#### **Questions (6 of 6)**

1. What were the audit fees paid for FY 2015 and FY 2014 and did that include any special or additional billing?

**The Town paid \$44,000 in audit fees for FY 2014 and \$45,500 for FY 2015. In FY 2015, the Town paid an extra \$375 for the Youth Center 990-N. The Miami Lakes Foundation 990-N was included in the price.**

2. If additional billings were required, what were the services related?

**Information included in Answer to Question 1.**

3. Who will be the members of the selection committee?

**Please reference the attached appointment resolution.**

4. Will the Town be subject to a Federal Single Audit and/or a Florida Single Audit for FY 2016 and beyond?

**There is a great probability that the Town will be subject to a Federal/Florida Single Audit, especially beyond 2016.**

5. Can the current auditor, respond to this RFP? Is there a mandatory auditor rotation?

**Yes, the current auditor can respond. No, there is no legal requirement for the mandatory rotation of auditors.**

6. The RFP makes reference to the "Preparation of IRS 990-N tax returns for two non-profit organizations: Miami Lakes Town Foundation and Miami Lakes Youth Center Fund.". Could you please make the latest IRS-990N form submitted, available to us?

**Please see the attached IRS 990-N for the Miami Lakes Town Foundation. The latest IRS 990-N form for the Youth Center is being prepared for submission.**

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

#### Acknowledgement:

Tanya I. Davis

Name of Signatory

Partner

Title

October 12, 2016

Date



Signature

S. Davis & Associates, P.A.

Name of Proposer

Christina Semeraro, MPA, CPPB  
Procurement Manager



## Town of Miami Lakes

### RFP 2016-46 Independent Auditing Services, Addendum #2

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. **Underlined and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

#### **Clarifications**

1. The answer to Question #1 of Addendum No. 1 has been clarified as follows:

**Both the Miami Lakes Foundation and the Youth Center 990's were separate from the audit price at \$375 each.**

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

Tanya I. Davis
_____ Name of Signatory
Partner
_____ Title
October 12, 2016
_____ Date


_____ Signature
S. Davis & Associates, P.A.
_____ Name of Proposer

Christina Semeraro, MPA, CPPB  
Procurement Manager





## Town of Miami Lakes

### RFP 2016-46 Independent Auditing Services, Addendum #3

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. **Underlined and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

#### **Questions (3 of 3)**

1. On page 7 of 45 in section 2.15 "Execution of Response" it states that "Partnerships must furnish also furnish documentation demonstrating the partner's authority to sign on behalf of the partnership." Would the Town clarify what documentary evidence would be acceptable to meet this requirement?

**Answer:** Options include an affidavit of signatory authority executed by authorized agents of the respective firms involved in the partnership or other notarized articles establishing such authority.

2. On page 26 of 45 the Town is asking the following: "Multiple Fund Sources: Yes \_\_\_\_\_ No \_\_\_\_\_". Is this asking if the audit fee was allocated by the client to multiple funds?

**Answer:** Proposers can write "N/A" for this item as the information is not applicable to this procurement.


3. On Page 16 of 45 it states "Complete the Proposer's Qualifications form". Is this the same as the "Proposer's Experience Form"? If not, where would we be able to find the "the Proposer's Qualifications form"?

**Answer:** Please disregard the reference to a Proposer Qualifications Form, as it does not exist. The "Proposer Information Form" on RFP page 24 serves this purpose.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

Tanya I. Davis  
\_\_\_\_\_  
Name of Signatory  
Partner  
\_\_\_\_\_  
Title  
October 12, 2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature  
S. Davis & Associates, P.A.  
\_\_\_\_\_  
Name of Proposer

Christina Semeraro, MPA, CPPB  
Procurement Manager



## Town of Miami Lakes

### RFP 2016-46 Independent Auditing Services, Addendum #4

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. **Underlined and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

#### **Questions (1 of 1)**

1. Page 18 of 45 of the RFP indicates that there is a section 9 titled Forms/Affidavits that is required for the proposal. There are forms included in that section that are also requested in other sections of the proposal such as the Proposer Information Form that is requested in the proposer's qualifications section and the proposer experience form that is requested under the proposer's experience & past performance section. Would the Town like the forms repeated in section 9?

**Answer:** Forms listed on Page 18, Article 9 need to be provided only once per proposal; they do not need to be duplicated in multiple sections. The referenced Article is a listing of all the necessary forms required to be included in your proposal package.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

\_\_\_\_\_  
Tanya I. Davis  
Name of Signatory  
\_\_\_\_\_  
Partner  
Title  
\_\_\_\_\_  
October 12, 2016  
Date

\_\_\_\_\_  
*Tanya I. Davis*  
Signature  
\_\_\_\_\_  
S. Davis & Associates, P.A.  
Name of Proposer

Christina Semeraro, MPA, CPPB  
Procurement Manager



**Town of Miami Lakes**  
**RFP 2016-46 Independent Auditing Services, Addendum #5**  
**Closes: 11:00 AM EST Wednesday, October 12, 2016**

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. **Underlined and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

**Questions (17 of 17)**

1. Can you provide a copy of the last auditor's contract?  
**Answer:** Available at the following link under "2011-15PSA" [http://miamilakes-fl.gov/index.php?option=com\\_content&view=article&id=148&Itemid=357](http://miamilakes-fl.gov/index.php?option=com_content&view=article&id=148&Itemid=357)
2. Please provide the auditor's last engagement letter.  
**Answer:** Reference attachment to this addendum.
3. Can you provide the audit reports for the last two fiscal years along with corresponding management letters?  
**Answer:** Available at the following link, scroll to the bottom of the page: [http://miamilakes-fl.gov/index.php?option=com\\_content&view=article&id=64&Itemid=348](http://miamilakes-fl.gov/index.php?option=com_content&view=article&id=64&Itemid=348)
4. How much were the audit fees for each year of the last contract period, or, at a minimum, for the last 3 years?  
**Answer:** Reference answer to #1 above, Page 22.
5. What is the budget for the FYE 2016 audit?  
**Answer:** \$52,175
6. Can the previous auditors bid again?  
**Answer:** Reference Addendum No. 1.
7. How long were the auditors in the field?  
**Answer:** Three weeks max.
8. What months were the auditors were in the field?  
**Answer:** Reference RFP Article 3.2A(b).
9. What were the auditor's total hours?  
**Answer:** Information not available.
10. Does the organization expect changes in federal, state or local funding that will impact reporting requirements?  
**Answer:** As referenced in RFP Section 3.2A(d), OMB 133 is what we are aware of at this time.
11. Has there been a change in finance/accounting department key personnel in the last two years?  
**Answer:** Not relevant.
12. Will staff or auditors be responsible for preparing the financial statements and notes, thereto?  
**Answer:** Refer to RFP Sections 3.2 and 3.3.



13. When will the books be closed and when will the auditors be able to get the final trial balance?  
**Answer:** Trial balance should be provided by the end of Dec. and first week of January.
14. Who will make up the selection committee?  
**Answer:** Reference Addendum No. 1.
15. For the original copy of the proposal, can electronic signatures be used?  
**Answer:** No. Reference RFP Article 2.15.
16. For the original and all other copies of the proposal, can digitally-certified signatures be used?  
**Answer:** No. Reference RFP Article 2.15.
17. Section 2.12 states "modification of, retyping, or any alterations to the Town Forms will result in the rejection of a Response as non-responsive". If we cross out the page numbers on the forms so that they correspond with our document, does that count as a modification?  
**Answer:** It would not constitute a "material" modification but it may create confusion during the review process so it should be avoided. Proposer's own page numbers can be placed in a different location, ie. Top right-hand corner of the page. Proposer does not need to replicate the entire RFP in their proposal packages.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

**Acknowledgement:**

Tanya I. Davis  
 Name of Signatory  
Partner  
 Title  
October 12, 2016  
 Date

  
 Signature  
S. Davis & Associates, P.A.  
 Name of Proposer

Christina Semeraro, MPA, CPPB  
 Procurement Manager

**SECTION 10: References/Testimonials**

**MAYOR**  
Richard J. Kaplan, Esq.

**VICE MAYOR**  
Hayward J. Benson, Jr., Ed.D.

**COMMISSIONERS**  
M. Margaret Bates  
Howard Berger  
Ken Thurston

# CITY OF LAUDERHILL



**CITY MANAGER**  
Charles Faranda

**ASSISTANT CITY MANAGER**  
Desorae Giles-Smith

**CITY CLERK**  
Andrea Anderson

**CITY ATTORNEY**  
Earl Hall

---

**CHARLES FARANDA**  
City Manager

April 23, 2012

Dear Mr. Davis:

Thank you for the outstanding auditing service provided to the City of Lauderhill by your certified public accounting firm of S. Davis & Associates, P.A.

During your tenure as our auditor, I have found the Firm to be collaborative, deliberative and thoughtful in completing the financial and single audits, and in developing meaningful and useful recommendations to our City.

Your staff has proven to be knowledgeable, efficient in auditing our financial statements and flexible meeting shortened deadlines. The Firm takes a no surprise approach which is refreshing and very much appreciated.

Sincerely,

A handwritten signature in blue ink, which appears to be "C. Faranda", is written over the printed name of the City Manager.

Charles Faranda  
City Manager





Office of the City Manager

W. Ajibola Balogun  
City Manager

March 12, 2013

To Whom It May Concern:

It is with great pleasure that I provide this letter of recommendation for the outstanding firm of S. Davis & Associates, P.A. The firm has served as the City of West Park's external auditor for many years and in exemplary fashion.

I have found the staff, senior staff, and partners to be well qualified, professional, experienced and of the highest integrity. They consistently produce a quality product and are efficient in meeting the deadlines imposed by our organization and have been extremely instrumental in helping us to improve our internal controls based on pertinent and useful management letter comments.

The staff has always been accessible, very responsive and cooperative when I've needed to contact them. I highly recommend S. Davis & Associates, P.A.

Should you have any questions or comments, please do not hesitate to call me at 954-989-2688.

Sincerely,

W. Ajibola Balogun  
City Manager



Mickey Clayton  
Executive Director

October 22, 2013

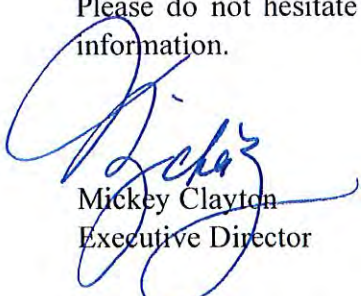
To Whom It May Concern:

I am pleased to recommend the regional audit and consulting firm of S. Davis & Associates, P.A. ("SDA") have been an integral part of the Florida A&M University Rattler Boosters achieving and maintaining a high level of financial accountability. There were a number of suggestions made by the senior staff that allowed us to adjust our intake processes and bookkeeping efforts that led to more streamlined level of operation within the Booster Office.

They helped to implement new accounting procedures and recommended critical changes in internal controls with an explanation that allowed me to understand the rationale for those alterations. SDA also represented us in an IRS Audit that led to no charges or findings.

I have found the senior staff and partners to be well qualified, professional, experienced and of the highest integrity. They operate at a high level of efficiency and an even higher level of integrity. They have consistently met the State, University and organizational deadline dates set for compliance of the respective institutions.

Please do not hesitate to contact me should you have any questions or would like additional information.

  
Mickey Clayton  
Executive Director



RESEARCH PARK  
AT FLORIDA ATLANTIC  
UNIVERSITY™

President & CEO  
Andrew Duffell

Board of Directors  
Lonnie H. Maier, chair  
Bruce C. Rosetto, vice chair  
Michael I. Daszkal, CPA - treasurer  
Robert Parks, Ed.D.  
Bob Swindell  
Roxanna Trinko  
Barry Rosson, Ph.D.

February 28, 2013

To Whom It May Concern:

The Florida Atlantic Research and Development Authority (FARDA) selected S. Davis & Associates as its auditor after a thorough and competitive process in October 2011, and extended its agreement with the firm in 2012.

FARDA was impressed with the proposal submitted by the firm, and with the references contacted in connection with previous work.

The audits that S. Davis & Associates has performed for FARDA have been comprehensive, detailed, well prepared and well presented. Both the field and office teams are professional, courteous and thorough.

Please do not hesitate to contact me should you have any questions.

Yours sincerely,

Andrew Duffell  
President & CEO



*PRICE PROPOSAL TO PROVIDE  
INDEPENDENT AUDITING SERVICES  
FOR*



*RFP No. 2016-46  
FOR FISCAL YEARS ENDING  
SEPTEMBER 2016 through 2018  
(with one-year renewal options for 2019 and 2020)  
SUBMITTED OCTOBER 12, 2016*

**Proposer:**

**S. Davis & Associates, P.A.**  
**Contact Person: Tanya I. Davis, CPA, Partner**  
2 S. Biscayne Boulevard, Suite 3200  
Miami, Florida 33131  
Office: (305) 628-1510  
Fax: (305) 628-1595  
Email: [tdavis@sdaviscpa.com](mailto:tdavis@sdaviscpa.com)  
Web: [www.sdaviscpa.com](http://www.sdaviscpa.com)

October 11, 2016

Town of Miami Lakes  
Office of the Town Clerk  
6601 Main Street  
Miami Lakes, Florida 33014

**RE: Price Proposal for Independent Audit Services, RFP 2016-46**

Dear Members of the Audit Selection Committee:

We strive to keep our fees at a reasonable level consistent with the highest professional standards. We will use audit sampling and will use the Town's personnel as a resource in an effort to curtail costs. In light of the structure of SDA and because we understand how the national, state and local declining economies have impacted all governmental entities, our proposed audit engagement fees are discounted.

- Fees beginning with the first year may be negotiated if SDA is the successful proposer.
- No out of pocket expenses will be billed to the Town.
- The Town will be invoiced monthly.

We appreciate the opportunity to serve the Town.

Very truly yours,

*S. Davis & Associates, P.A.*

S. DAVIS & ASSOCIATES, P.A.  
By: Tanya I. Davis, CPA, Partner

**RFP 2016-46**  
**PRICE PROPOSAL FORM**

<<< This form to be provided in a separate sealed envelope >>>

**A. Audit Price for Initial Agreement Term**

Proposer shall state its price for providing the required Services as stated in the RFP and in accordance with the Agreement terms and conditions. The price shall be exclusive of any additional services, which will be priced separately. Proposer shall provide a flat fixed fee price for each Fiscal Year (FY), which is inclusive of all costs as stipulated in Section 5.B.i. of the RFP.

1. Total Price for the FY ending September 30, 2016: \$ 40,000
2. Total Price for the FY ending September 30, 2017: \$ 40,000
3. Total Price for the FY ending September 30, 2018: \$ 40,000

**Combined Total Price for the Initial Agreement Term:** \$ 120,000

Total Amount written in words One-hundred twenty thousand dollars

**B. Initial Agreement Term Hourly Rate for Additional Services - DISCOUNTED**

Classification	FY Ending Sept. 30, 2016	FY Ending Sept. 30, 2017	FY Ending Sept. 30, 2018
Partner/Principal	\$191	\$197	\$203
Senior Manager	\$165	\$170	\$175
Manger	\$142	\$146	\$150
Senior Auditor	\$109	\$ 112	\$115
Auditor	\$ 87	\$ 90	\$ 93
Jr. Auditor	\$ 66	\$ 68	\$ 70
Clerical Support*	\$ 38	\$ 39	\$ 40
Staff <sup>1</sup>	\$ 87	\$ 90	\$ 93
Staff <sup>2</sup>	\$ 87	\$ 90	\$ 93
Staff <sup>2</sup>	\$87	\$ 90	\$ 93

<sup>1</sup>For work directly related to the additional services & does not include such items as filing, processing, invoices or similar general work. <sup>2</sup> Staff position classification must be provided

**C. Audit Prices for Option to Renew Years**

1. Total Price for the FY ending September 30, 2019: \$ 40,000
2. Total Price for the FY ending September 30, 2020: \$ 40,000



**Continued-- PRICE PROPOSAL FORM**

**D. Option to Renew Term Hourly Rate for Additional Services - DISCOUNTED**

Classification	FY Ending Sept. 30, 2019	FY Ending Sept. 30, 2020
Partner/Principal	\$209	\$215
Senior Manager	\$180	\$185
Manger	\$155	\$160
Senior Auditor	\$118	\$122
Auditor	\$ 96	\$ 99
Jr. Auditor	\$ 72	\$ 74
Clerical Support*	\$ 41	\$ 42
Staff <sup>1</sup>	\$ 96	\$ 99
Staff <sup>2</sup>	\$ 96	\$ 99
Staff <sup>2</sup>	\$ 96	\$ 99

<sup>1</sup>For work directly related to the additional services & does not include such items as filing, processing, invoices or similar general work. <sup>2</sup>Staff position classification must be provided

By signing below Proposer certifies that the information contained in its Price Proposal includes all costs for the Project. The Town at its sole discretion may negotiation with the elements of the Fee with the Proposer.

S. Davis & Associates, P.A.

Firm Name

By: Tanya I. Davis  
Signature of Authorized Officer

October 12, 2016

Date

Tanya I. Davis

Printed Name

Partner

Title

<<< This form to be provided in a separate sealed envelope >>>